

Letter of Preliminary Intent

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express our preliminary intent to engage in international trade agreements with [Recipient's Company Name]. We believe that mutual cooperation between our companies can lead to mutually beneficial outcomes.

We are particularly interested in discussing [specific areas of interest or products], and we would like to explore potential opportunities for collaboration. Our team is committed to ensuring a thoughtful and strategic partnership.

We would appreciate the opportunity to discuss this further and look forward to your response. Please let us know a convenient time for you to connect.

Thank you for considering our proposal.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]